


QRTP Addendum

The QRTP Addendum page captures data as required by the Family First Prevention Services Act (FFPSA) for a child's placement in a certified Qualified Residential Treatment Program (QRTP).

Note: To create a QRTP Addendum, an assignment to the case is needed.

1. From your desktop, select the Cases tab. Click the Create case work hyperlink  **Create case work** or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

eWiSACWIS - Internet Explorer


eWiSACWIS Actions Financial State Security Help Refresh Search Caitlin Cake

Home **Cases (14)** Providers (14) Workers (15) Approvals (17) Access Reports (0) ICPC Referrals (0) YJ Referrals (0) Home Inquiries (0)

Cases

View by: ☒ Case ☐ Participant

Filter by: ☐ Date restricted ☐ Not approved/cancelled ☒ Multiselect

Cases: 14  **Create case work** Search

Badger, Bucky , Sr. (8316816)

Case details:
Youth Justice
Jefferson - Jefferson
Open OHP exists for associated participant(s)

Case address:
123 E Main Street
Madison, WI 53704
(123) 123-1234

Primary worker:
Cake, Caitlin
(111) 123-4444
DCFewuat53@wisconsin.gov

Actions:
Please select an action

- Case Note Criteria Search
- Create Assignment
- Create Case Face Sheet
- Create Case Note
- Create Case Work**
- Create Meeting
- Imaging Search
- Print Case Record
- View Tasks

- On the Create Case Work page, select QRTP Addendum from the Case/Perm Plan drop-down. Select the appropriate participant and click the Create button.

Create Case Work - Internet Explorer

eWiSACWIS

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
 - QRTP Addendum
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal

Cases

- Aardvark, Amy B. (9902001)
- Aardvark, Alex (9900210)
- Allen, Jake R. (9900001)
- Anderson, Al A. (9920202)
- Badger, Bucky (8316816)
- Bean, Brad (9932021)
- Bolt, Sam (9923210)
- Buck, Peter (9976501)

Case Participants

- Badger, Bucky, Biological Child (11154768)
- Badger, Bucky, Reference Person (9639222)

Create Close

Note: If there is an existing QRTP Addendum for the child and case, the QRTP Addendum Copy page will display. Select the QRTP Addendum you wish to copy and click the Create button to copy it.

QRTP Addendum Copy - Internet Explorer

eWiSACWIS

Print Help

QRTP Addendum

Child: Bucky Badger, Sr. (9639222) Case: Bucky Badger, Sr. (8316816)

Select	Provider Name	QRTP Addendum Date	Placement Begin Date	Placement End Date	QRTP Addendum Status
<input type="checkbox"/>	ABC Group Home (8086433)	09/19/2021	09/05/2021		Approved
<input checked="" type="checkbox"/>	ABC Group Home (8099709)	09/17/2021	09/04/2021		Pending

Create Close

- On the Q RTP Addendum page, select the [Search](#) hyperlink next to Placement Provider to search out the provider. To edit information on this page, the provider must first be selected.

Q RTP Addendum - Internet Explorer

eWiSACWIS Print Help

Basic

Child: [Badger, Bucky, Sr. \(9639222\)](#) Placement Provider: [Details](#) [Search](#) Q RTP Addendum Date: 09/21/2021

Case: [Badger, Bucky, Sr. \(8316816\)](#) Provider Level of Care (LOC): Placement Start Date: 00/00/0000

Status: Placement Recommended By:

Parent Info

Display ☒ Mother: [Miller, Sally](#) Address: 123 E Main Street, Madison, WI 53704 Phone: (987) 654-3210 Cell Phone: Mother's Attorney:

Display ☒ Father: [Badger, Bucky, Sr.](#) Address: 555 Camp Randall Avenue, Madison, WI 53701 Phone: Cell Phone: Father's Attorney:

Collaterals

Guardian ad Litem: Johnson, Jane L Public Defender / Attorney for Child: Jones, Paul

District Attorney / Corporation Counsel: Peters, Amy Other:

Options: Go Save Close

- On the Provider Search page, enter the Provider Name or Provider ID and click the Search button. Select the appropriate radio button for the provider in the Providers Returned section and click Continue.

Provider Search Print Help

Search Criteria

Provider Name: First Name: Provider ID: 8099709

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med High Search

Providers Returned

ABC Group Home (8099709)
Open Group Home - Q RTP 09/08/2021 Cake, Caitlin Dane License Status: Active

Continue Close

- In the Basic section, enter the Q RTP Addendum Date and Placement Recommended By. If the child is not placed in a setting certified as a Q RTP, enter the Placement Start Date as a projected date.

Q RTP Addendum - Internet Explorer

eWiSACWIS Print Help

Basic

Child: Badger, Bucky, Sr. (9639222)	Placement Provider: Details ABC Group Home (8099709) Search	Q RTP Addendum Date: <input type="text" value="09/17/2021"/>
Case: Badger, Bucky, Sr. (8316816)	Provider Level of Care (LOC): Group Home - Q RTP	Placement Start Date: <input type="text" value="09/04/2021"/>
Status: Pending	Placement Recommended By: <input type="text"/>	

Parent Info

Display <input checked="" type="checkbox"/>	Mother: Miller, Sally	Display <input checked="" type="checkbox"/>	Father: Badger, Bucky, Sr.
	Address: 123 E Main Street , Madison, WI 53704		Address: 555 Camp Randall Avenue , Madison, WI 53701
	Phone: (987) 654-3210		Phone:
	Cell Phone:		Cell Phone:
Modify	Mother's Attorney:	Modify	Father's Attorney:

Collaterals

Modify	Guardian ad Litem: Johnson, Jane L	Modify	Public Defender / Attorney for Child: Jones, Paul
Modify	District Attorney / Corporation Counsel: Peters, Amy	Other:	<input type="text"/>
Modify	Court Appointed Special Advocate:		

Options:

- In the Parent Info section, you will see the child's mother and father. To add either of them, click on the Child Name hyperlink at the top of the page and update the Parent Info tab of the child's Person Management page. If any of the information in the Mother or Father section needs updating, click on the associated Mother or Father hyperlink to open the Mother's or Father's Person Management page. Click on the [Modify](#) hyperlink for the mother or father to add the mother's or father's attorney on the Collaterals tab of the Maintain Case page.

Note: The Display checkbox is automatically selected. If you deselect the checkbox then the address information does not display on the Permanency Plan template.

Note: If the child has a Legal Guardian(s) or Indian Custodian(s) documented on the Parent Info tab of her Person Management page, the Legal Guardians and/or Indian Custodians sections will appear.

- To update any of the Collaterals, click on the associated [Modify](#) hyperlink in the Collaterals section. This will open the Collaterals tab on the Maintain Case page. For any other type of collateral besides what is listed in the Collaterals section, enter information in the Other box.

8. The Family Permanency Team section displays the individuals identified as part of the Family Permanency Team and questions related to the team. Select the appropriate answers for each of the questions and provide a description in the required narrative field. To update the list of individuals on the Family Permanency Team, select the [Relative/Non-Relative Search](#) hyperlink.

Q RTP Addendum - Internet Explorer

eWiSACWIS Print Help

Family Permanency Team

Name	Relationship	Contact Information
Badger, Benny	nephew	

[Relative/Non-Relative Search](#)

Describe the reasonable and good faith efforts to identify and include all required individuals of the child's Family Permanency Team.

☒ Yes ☐ No

The Family Permanency Team meetings were held at a time and place convenient for the team.

Describe

☒ Yes ☐ No

The parent or guardian from whom the child was removed provided input on the members of the Family and Permanency Team.

Describe

☒ Yes ☐ No

The child's CANS assessment was completed in consultation with the Family Permanency Team.

Describe

Options:

9. On the Relative/Non-Relative Search Summary Search page, the identified individuals are listed and those with a Yes in the Family Permanency Team Member column appear on the Family Permanency Team section of the Q RTP Addendum. Select the Insert button to add a new individual or select the [Edit](#) hyperlink to open the Relative/Non-Relative Search page for the specific individual to update their information. See the associated Relative/Non-Relative Search User Guide.

Relative/Non-Relative Search Summary Search
Resource
Print
Help

Basic

Child Name: [Badger, Bucky, Sr. \(9639222\)](#)
Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
Badger, Barbara paternal grandparent 321 N Park Ave Madison, WI 53701		No	Grandmother is not a placement option as she has health concerns.	No	No	Edit Delete
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701		No	Cousin is a minor.	No	Yes	Edit Delete
Badger, William paternal uncle 987 E Water St Eugene, OR	05/01/2019	No	Uncle is not a placement option at this time as he resides out-of-state in Oregon.	No	No	Edit Delete

Insert

Options:
Go

Save
Close

10. Select an answer for the question in the Preferred Placement of Family Permanency Team section and enter a description in the narrative field if applicable.
11. The Child's Level of Need section displays the most recently approved CANS. You can create a CANS from the [Create CANS](#) hyperlink if it does not exist. See the associated CANS User Guide to create a CANS.
12. Select the applicable answers for the questions in the Q RTP Out-of-Home Placement section and provide descriptions in the associated narrative fields. Click the Save button.

Q RTP Addendum - Internet Explorer

eWiSACWIS Print Help

Preferred Placement of Family Permanency Team

☐ Yes ☐ No Placement preferences of the Family Permanency Team and of the child are the same placement setting recommended by the caseworker who completed the child's CANS.

Child's Level of Need

Date of CANS	Child's Assessed Level of Need (LON)
09/03/2021	5

[Create CANS](#)

Q RTP Out-of-Home Placement

☐ Yes ☒ No The needs of the child can be met through placement with a relative or in a licensed foster home. A shortage or lack of licensed foster homes is not an acceptable reason for determining that the needs of the child cannot be met in a licensed foster home.

Describe the reasons why the needs of the child cannot be met by the child's family or in a license foster home.

☒ Yes ☐ No Placement in a Q RTP is the setting that will provide the most effective and appropriate level of care in the least restrictive environment.

Describe

☒ Yes ☐ No Placement in a Q RTP is consistent with the child's short- and long-term goals.

Describe






Options: [Actions](#) [Approval](#) [Made in Error](#) [Text](#) [Q RTP Addendum](#) [Go](#) [Save](#) [Close](#)

13. Select Q RTP Addendum from the Options drop-down to open the Q RTP Addendum template.

14. The QRTP Addendum template provides options to Save, Print, and Close the page.

eWiSACWIS

[Close](#)

Permanency Plan Addendum for Placement in a Setting Certified as a Qualified Residential Treatment Program (QRTP)

Court File Number 15JV34	Branch Number 4	Name - Judge Bennett Brantmeier
Name - Child (Last, First Middle) Badger, Bucky		Birth Date - Child 06/16/2004
Placement/Proposed Placement Provider Name ABC Group Home		Level of Care (LOC) Group Home - QRTP
Date - Form Filled Out 09/17/2021	Placement Start Date 09/04/2021	Placement Recommended By Caitlin Cake
PARENT 1		PARENT 2
Miller, Sally 123 E Main Street Madison, WI 53704 (987) 654-3210		Badger, Bucky, Sr. 555 Camp Randall Avenue Madison, WI 53701
Attorney:		Attorney:

15. Once the QRTP Addendum is complete and ready to be approved, select Approval from the Options drop-down and click Go.

Options:

Actions

Approval

Made in Error

Text

QRTP Addendum

[Go](#)

16. On the Approval History page, select the Approve radio button and click Continue.

Approval History
Print
Help

Document Information

Case: Bucky Badger
Type: QRTP Addendum
Date: 09/17/2021

Approval Decision

☒ Approve
☐ Reroute
☐ Recall/Return
☐ Not Approve
[Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor:

Approval History


Worker Name	Status	Date	Action
Caitlin Cake	Initial	09/17/2021	Initial

Continue
Close

17. On the QRTP Addendum page, click Save.

Note: A pending or approved QRTP Addendum that is linked to the Permanency Plan for the child with a QRTP placement will display on the QRTP tab of the Permanency Plan page.

18. On your desktop, the QRTP Addendum can be viewed and accessed under Case/Permanency.

Note: If a Permanency Plan exists for a child's placement, the QRTP Addendum will display nested under the Permanency Plan and can be accessed by clicking the  icon next to the associated Permanency Plan. If a Permanency Plan does not exist, the QRTP Addendum displays under Case/Permanency Plan.

Badger, Bucky, Sr. (8316816)

Case details:
Youth Justice
Jefferson - Jefferson
Open OHP exists for associated participant(s)

Case address:
123 E Main Street
Madison, WI 53704
(123) 123-1234

Primary worker:
Cake, Caitlin
(111) 123-4444
DCFewuat53@wisconsin.gov

Actions:
Please select an action ▼

View case information

Access Reports
Administration
Agreements and Notices
Assessments
Assets and Income
Assignments
Case/Permanency Plan
Child/Youth Images
Permanency Consultation
Placements
Planning
Related People
Safety
Youth Justice

Case/Permanency Plan

+ Permanency Plan (CPS, OHC, IL)
Permanency Hearing (12 month)
Relative/Non-Relative Search
Safety Assessment, Analysis and Plan
QRTP Addendum - ABC Group Home (8086433)
Permanency Plan Review/Hearing
QRTP Addendum - ABC Group Home (8099709)

09/29/2021
03/29/2021
03/01/2021
09/19/2021
03/29/2021
09/17/2021

Badger, Bucky, Sr.
Badger, Bucky, Sr.
Badger, Bucky, Sr.
Badger, Bucky, Sr.
Badger, Bucky, Sr.
Badger, Bucky, Sr.

Pending
Approved
Unsafe
Approved
Approved
Approved

Judicial